

INDIANA ARTS COMMISSION

Guidelines for Panelists to Review Regional Initiative Grant Applications

1. Review the **Application List**, which provides information about each applicant's request. At the panel meeting, applications will be discussed in the order in which they appear on the sheet.
2. Evaluate (review, score, and comment upon) ALL applications listed for your panel. If you realize a conflict of interest, inform your partner as soon as possible. Things to consider:
 - Based upon the review criteria, provide written rationale in the online system regarding your score for each application.
 - Make sure the comments reflect the score. Provide rationale, particularly for low scores.
 - **Remember, always be respectful.**
 - Comments will be available to applicants, but will be anonymous.

3. You have been assigned to serve as **"first reader"** for one or more applications

First readers will:

- a) Prior to the panel meeting -- complete a thorough review of each application, paying special attention to each application for which you are listed as a first or second reader
 - b) At the panel meeting -- **begin the panel discussion** on first reader applications by reporting their assessment of the application (with respect to the service areas and corresponding criteria) and rationale for each.
4. You have also been assigned to serve as **"second reader"** for one or more applications.

Second speakers will perform the duties of the first speaker in the event the first speaker is unable to attend the panel meeting. Second speakers will also supplement the first speaker's comments with **new information** or an **opposing viewpoint**.

5. Following the first and second speakers' remarks, each panel member will have the opportunity to make additional (new) comments regarding how each applicant addressed each of the three criteria.
6. Following the panel's discussion of each application, panelists will update their scores in the online system to provide a final score. (Or keep their original score).

The scores will be averaged to obtain an **overall rating** for each application.

7. Following the panel meeting, the overall rating will be used by IAC staff and commissioners to determine the awards. All funding decisions will be made after the meeting and are dependent on the availability of funds.
8. Following notification of award, applicants may request a reconsideration of the funding decision, if they can show one of more of the following:
 - the panel or review team used criteria other than the criteria published in the grant guidelines; and/or
 - there was influence by an RAP/IAC staff person or RAP/IAC volunteer panelist having a conflict of interest; and/or
 - required information submitted by the applicant was withheld from consideration.

Requests for appeals are made to the RAP Executive Director or IAC Executive Director and will be handled by an Appeals Committee, appointed by the RAP chair or IAC chair.

As a general rule, panelists will not be involved in appeals.